

OFFSITE/EXTERNAL TRAINING HOW DO I...

- **Submit supporting documentation to the NSSC?**

If supporting documents can be provided via a URL, that URL should be included in the Comments section of the 1735 instead of being faxed. The NSSC would like to reduce the number of hard copy documents being faxed to the Contact Center. When hard copies are necessary, submit supporting documentation to the NSSC, fax it with the NSSC-Form-0027 (Request, Authorization Agreement and Certification of Training Transmittal Sheet) to the NSSC Customer Contact Center at (866) 779-6772. This form can be found at the NSSC Website https://searchpub.nssc.nasa.gov/servlet/sm.web.Fetch/NSSC-Form-0027_2.pdf?rhid=1000&did=6839&type=released

- **Find out what the status of my Offsite/External training request is?**

Questions concerning your training request should be addressed to the NSSC Customer Contact Center. Throughout the authorizing process of the 1735, you will be sent an email notifying you of each approval/denial through the chain of authorizing agents.

- **File for a reimbursement?**

To file for a reimbursement you must submit a copy of an approved 1735, all applicable receipts, and an approved SF 1164 form through your Center Training Office. The 1164 can be obtained at the following website: [http://contacts.gsa.gov/webforms.nsf/0/4366F7D7DC67B9AC85256A720047DB33/\\$file/SF1164.pdf](http://contacts.gsa.gov/webforms.nsf/0/4366F7D7DC67B9AC85256A720047DB33/$file/SF1164.pdf) (This link will change to the NSSC website in the near future.)

- **Make a modification to my submitted training request (i.e. 1735)?**

Contact your Center Training Office on your local procedures for modifications.

- **Review my previous training history prior to SATERN's implementation on May 8, 2006? Will I have access to it?**

Your training history prior to SATERN (replaced SOLAR and AdminSTAR) and is now available in SATERN under your account in the Reports tab under Learning History.

- **Expedite my 1735?**

On the 1735 in the comment block, please type EXPEDITE. If supporting documents can be provided via a URL, that URL must be included in the Comments section of the 1735 instead of being faxed. You may then contact your Center Training Office who will need to place a call to the NSSC Customer Service Help Desk to coordinate the 1735 special expedite request. Please make sure to have the NS-Form 27 (Fax cover sheet) and supporting documents faxed to the NSSC prior to 3:00 p.m. CST. Support documents submitted after 3:00 p.m. CST may not be processed until the next business day. This could be a problem if the day you are submitting is on a Friday and the class starts on a Monday, so be timely in following through your processes. In the event there is not enough time to process the request prior to training, the learner will be required to pre-pay and submit for reimbursement after the 1735 is approved. In these cases please type PRE-PAID in the comment block of the 1735.